



## DEPARTMENT OF PUBLIC SAFETY POLICIES & PROCEDURES



POLICY NUMBER	
ADM: 26	
EFFECTIVE DATE:	ORIGINAL ISSUED ON:
03/03/2011	08/21/1998
SUBJECT: STANDARD OF CONDUCT FOR COMMISSIONED PERSONNEL; CODE OF CONDUCT FOR ALL EMPLOYEES	REVISION NO:
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### 1.0 PURPOSE

The purpose of this policy is to mandate a Standard of Conduct for all commissioned officers of the DPS. This policy also establishes a code of conduct for all non-commissioned employees.

### 2.0 POLICY

It is the policy of the Department of Public Safety that NMAC Rule 10.5.100 Standard of Conduct, is applicable to classified and non-classified commissioned officers. It is also the policy of the DPS that the Code of Conduct is applicable to all DPS employees. The DPS Code of Conduct is attached as Attachment A and NMAC Rule 10.5.100 is attached as Attachment B.

### 3.0 APPLICABILITY

This policy applies to all commissioned officers and non-commissioned personnel employed by the Department of Public Safety.

### 4.0 REFERENCES

- A. 10.5.100 NMAC Standard of Conduct
- B. 1.7.1.1 Through 1.7.13 NMAC State Personnel Administration
- C. CALEA Chapter 22 – Compensation, Benefits and Conditions of Work
- D. 10-16-11 NMSA 1978

### 5.0 DEFINITIONS

- A. **Classified Commissioned Officer** – An employee in the classified service in the State Personnel System, including, but not limited to all commissioned personnel in the Motor Transportation Division and the Special Investigations Division.
- B. **DPS** – Department of Public Safety
- C. **Employees** – Refers to all employees of the Department of Public Safety. This includes all Classified and Governor exempt employees.

### 6.0 PROCEDURE

- A. For classified, commissioned officers, the following are exceptions of NMAC Rule 10.5.100, Standard of Conduct:
  1. Section 10.5.100.8Q NMAC, inclusive-political activity.
  2. Section 10.5.100.8 JJ through MM NMAC, inclusive-disciplinary action.

## **STANDARD OF CONDUCT**

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3. Sections 10.5.100.8 NN through PP NMAC, inclusive-disciplinary proceedings.

The above paragraphs in the Standard of Conduct are exceptions because provisions are already made with State Personnel Rules and Regulations, found at 1.7.1.1 through 1.7.13 NMAC.

### **B. Training**

1. Ethics training shall be conducted for all DPS employees at a minimum of once every two years. The training can be in the form of classroom, shift briefing, computer based training and bulletins, or any combination of these methods as determined by DPS.
2. All non-commissioned DPS employees shall complete annual training on the attached DPS Code of Conduct and all commissioned DPS employees shall complete annual training on the attached 10.5.100 NMAC Standard of Conduct no later than the end of February of the current year. The training shall be documented on the Policy/Directive Training form (*ADM: 01 Attachment E*).
3. Ethics training and training on the DPS Code of Conduct shall be conducted for all DPS new hires upon assignment. This training shall be documented on the Policy/Directive Training form (*ADM: 01 Attachment E*).
4. District/Section/Bureau commanders shall ensure all employees under their command comply with the required training.
5. District/Section/Bureau commanders shall forward all documentation from the training to the Standards Bureau for filing purposes within ten working days of completing the training.

## **7.0 ATTACHMENTS**

### **A. DPS Code of Conduct**

**Added.** ➤ **B. 10.5.100 NMAC Standard of Conduct**

## **8.0 APPROVAL**

APPROVED BY: s/Gorden E. Eden Jr.  
DPS Cabinet Secretary

DATE: March 3, 2011